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AIR FORCE MATERIEL COMMAND**

**AIR FORCE MATERIEL COMMAND
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Personnel

**ACQUISITION PROFESSIONAL
DEVELOPMENT PROGRAM**

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This publication implements Air Force Policy Directive 36-26, Total Force Development. It defines objectives, requirements and assigned responsibilities for coordination and integration of Acquisition Professional Development Program (APDP) policies and establishes procedures for managing APDP in Air Force Materiel Command (AFMC). This publication does not apply to the Air National Guard (ANG)/Air Force Reserve Command (AFRC), or their units. Refer recommended changes or questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847 through the appropriate functional's chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) AFMAN 33-363, Management of Records, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval. See Attachment 1 for a glossary of references and supporting information.

Chapter 1—ACQUISITION PROFESSIONAL DEVELOPMENT PROGRAM	4
1.1. Background.	4
1.2. Implementation of DAWIA.	4

Chapter 2—ROLES, RESPONSIBILITIES, AND AUTHORITIES	6
2.1. Background.	6
2.2. HQ AFMC/A1.	6
2.3. MAJCOM Senior Functional.	6
2.4. MAJCOM APDP Functional Manager.	7
2.5. Center Commander.	8
2.6. Center Executive Director.	8
2.7. Center Director of Manpower and Personnel (DP).	8
2.8. Center APDP Manager.	8
2.9. CSF or designated Senior Functional.	9
2.10. Center APDP Functional Manager.	9
2.11. Force Support Squadron (FSS).	9
2.12. Supervisors.	10
2.13. Individuals Assigned to Acquisition Positions.	10
Chapter 3—ACQUISITION POSITION MANAGEMENT	11
3.1. Acquisition Position Designation.	11
3.2. Acquisition Position Coding.	11
Table 3.1. Acquisition Fields in MPES	11
Table 3.2. Acquisition Field Descriptions in DCPDS	12
3.3. Acquisition Position Coding.	12
3.4. Duty History Coding.	12
Chapter 4—APDP CERTIFICATION	14
4.1. Certification Qualifications.	14
4.2. Certification Grace Period.	14
4.3. Certification Documentation.	14
Figure 4.1. APDP Manual Certification Process	14
Chapter 5—CRITICAL ACQUISITION POSITIONS	15
5.1. Critical Acquisition Positions and Key Leadership Position Requirements.	15
Chapter 6—ACQUISITION POSITION/TENURE WAIVERS	17
6.1. Waiver Process.	17
Chapter 7—ADJUDICATION PROCESS	19
7.1. Experience Adjudication.	19

7.2.	Records Correction.	19
7.3.	System Program Office (SPO) Experience Adjudication.	19
7.4.	DAU Course Fulfillment Adjudication.	20
Chapter 8—REPORTING		21
8.1.	Background.	21
8.2.	Certification and Acquisition Corps Qualified Metrics.	21
8.3.	Reporting Responsibilities.	21
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		22
Attachment 2—OTHER SIGNIFICANT FACTS STATEMENTS		24
Attachment 3—ACQUISITION WORKFORCE NOTICE		25

Chapter 1

ACQUISITION PROFESSIONAL DEVELOPMENT PROGRAM

1.1. Background. The Defense Acquisition Workforce Improvement Act (DAWIA) was signed in 1990. Its purpose is to improve the effectiveness of the acquisition workforce and thereby improve the acquisition process. The DAWIA requires the Department of Defense (DoD) to establish a process through which the acquisition workforce would be recognized as having achieved professional status through certification. Certification confirms an individual meets the minimum mandatory education, training, and work experience requirements established for an acquisition position. In addition to meeting certification requirements, personnel must establish tailored plans for continuous learning to increase functional proficiency, maintain currency, increase cross-functional competencies and keep pace with initiatives in the Acquisition Technology and Logistics (AT&L) environment. The continuous learning plan can be incorporated into the Individual Development Plan (IDP). DAWIA requires the designation of acquisition positions, establishes standards to be met by individuals in acquisition positions in the DoD specified career categories, and creates an Acquisition Corps.

1.2. Implementation of DAWIA. APDP is the Air Force instrument to implement DAWIA. Air Force APDP policy can be found in AFI 63-101/20-101, *Integrated Life Cycle Management*. HQ AFMC/A1 is designated by AFMC/CC as the focal point for AFMC management and oversight of the program. Management of APDP includes, but is not limited to, the following:

1.2.1. Designate APDP managers. APDP managers are designated at the MAJCOM, centers and sites and will have the responsibilities as outlined in Chapter 2.

1.2.2. Acquisition position management. The objective of position management is to ensure acquisition positions are identified and managed IAW Air Force policy. Accurate APDP position identification and requirements are fundamental to creating a workforce with the right education, training, and experience to successfully execute the mission. This requires a thorough understanding of Air Force APDP.

1.2.3. APDP certification. The certification process is automated for personnel requesting certification through the Air Force ACQ Now Certification tool. The Under Secretary of Defense for Acquisition, Technology, and Logistics (USD/AT&L) prescribes the levels of certification and the minimum training, education, and experience requirements for certification in each career category. The Defense Acquisition University (DAU) Catalog (<http://icatalog.dau.mil/>) lists the Core Certification Standards (required for DAWIA certification) for each of the APDP career categories in the Certification and Core Development Guides. AFMC personnel who meet certification standards must request certification through the Air Force ACQ Now Certification tool. (<https://www.atrrs.army.mil/channels/acqnowcert/student/logon.aspx?Caller=1>)

1.2.4. Certification Training Withdrawals and No-shows. AFMC will follow DAU and Secretary of the Air Force/Acquisition Training Office (SAF/ATO) policies and processes for certification training withdrawals and no-shows. The policies can be found at: http://www.dau.mil/studentInfo/Pages/student_info.aspx and <https://www.atrrs.army.mil/channels/acqnow/>.

1.2.5. Acquisition records management. Acquisition records management is essential to ensuring acquisition personnel records are accurate and updated in a timely manner for experience coding, course completions, certifications, System Program Office (SPO) experience, and Acquisition Corps membership. The automated tools for certification and DAU course registration use the official records in the Army Training Requirements and Resources System (ATRRS) and Acquisition Career Management System (ACMS) to determine eligibility for DAU course registration and qualifications for certification. Automated management tools depend on accurate records in the Defense Civilian Personnel Data System (DCPDS) and Military Personnel Data System (MilPDS). Adjudications approved by MAJCOM APDP Functional Managers and updated in ACMS do not flow into DCPDS or MilPDS.

1.2.6. Reporting. Certification rates, Acquisition Corps qualifications, and personnel delinquent in certification are monitored and reported to AFMC leadership as specified in Chapter 8. Corrective actions, including training plans and waivers, must be initiated for delinquent personnel as outlined in Chapter 6.

Chapter 2

ROLES, RESPONSIBILITIES, AND AUTHORITIES

2.1. Background. To ensure AFMC meets strategic objectives to develop and maintain a professional acquisition workforce, AFMC maintains a robust acquisition position identification and management process. AFMC implements this process using teams made up of Center Senior Functionals, manpower specialists, military and civilian personnel specialists, center APDP managers, and Major Command (MAJCOM) APDP functional managers for the career categories. First-level supervisors are responsible ensuring employees fulfill the obligations of their acquisition positions. Team roles and responsibilities are as follows:

2.2. HQ AFMC/A1.

2.2.1.

2.2.1.1. Provide detailed APDP policy/guidance for the MAJCOM APDP Functional Managers and centers to implement Air Force policies and procedures.

2.2.1.2. Provide AFMC policy input to SAF/AQH regarding Air Force policy, including DAU functional certification requirements, DAU course fulfillments, DAU and Air Force Institute of Technology/School of Systems and Logistics (AFIT/LS) Continuous Learning (CL) course requirements, and data system requirements.

2.2.1.3. Conduct training requirements call annually for both DAU and AFIT/LS. Submit training requirements and identify shortfalls in course availability to SAF/ATO and AFIT/LS.

2.2.1.4. Create AFMC management tools for oversight of AFMC certification, acquisition corps membership requirements, CAP waivers, tenure agreements for CAP, Key Leadership Position (KLP) designations, and data quality within the military and civilian personnel/manpower systems. Distribute the quarterly acquisition metrics report by the 10th duty day of the new fiscal quarter.

2.2.1.5. Review military and civilian ACMS briefs and college transcripts to determine if the individual meets the 24/12 business hour requirement for acquisition corps eligibility/membership. This is a shared responsibility with the MAJCOM APDP Functional Managers.

2.2.1.6. Input functionally approved military (all enlisted and 2Lt - Lt Col) adjudication experience in MILPDS.

2.2.1.7. Maintain MAJCOM APDP Functional Manager appointment letters.

2.2.1.8. Notify SAF/AQH when MAJCOM APDP Functional Managers are appointed or reassigned.

2.3. MAJCOM Senior Functional.

2.3.1. When required, coordinate on CAP waivers.

2.3.2. Coordinate on requests for manual certification, as specified in Chapter 4. All certifications should be processed with the ACQ Now for Certification tool as detailed in

Chapter 4. Manual certification may only be used in cases with extenuating circumstances and must be approved by SAF/AQH.

2.3.3. Review quarterly reports for acquisition certification and corps qualification metrics and provide deficiencies to Center Senior Functional (or designated Senior Functional) for corrective action. Center APDP Manager should be copied for information purposes.

2.3.4. Appoint a MAJCOM APDP Functional Manager for their functional career category in writing. Forward appointment letter to HQ AFMC/A1D.

2.4. MAJCOM APDP Functional Manager.

2.4.1. Review and approve/disapprove requests from personnel within their functional career category for experience adjudication, records corrections, DAU course fulfillments and equivalencies.

2.4.2. Forward approved military (all enlisted and 2Lt - Lt Col) adjudication requests to HQ AFMC/A1DC for input into MilPDS. Forward all Col and above requests to SAF/AQH for input into MilPDS. Enter approved civilian experience adjudication requests into ACMS. Duty history adjudications made in ACMS do not transfer to DCPDS. Systems input responsibilities and procedures for Contracting certifications will be consistent with the SAF/AQC approval process.

2.4.3. Review and approve/disapprove requests from personnel within their functional career category for record clean-up actions.

2.4.4. Review and recommend coordination to the MAJCOM Senior Functional on CAP waivers.

2.4.5. Review and recommend approval/disapproval of requests for certification as specified in Chapter 4.

2.4.6. Advise Center APDP Functional Managers on position coding within their career category.

2.4.7. Track and monitor certification and acquisition corps qualification rates, including personnel delinquent in certification. Send quarterly reports for acquisition certification and corps qualification metrics to the MAJCOM Senior Functional.

2.4.8. Oversee acquisition position requirements and data quality of position coding.

2.4.9. Validate DAU and AFIT/LS CL course requirements to ensure the functional career category requirements are identified.

2.4.10. Approve and process Grace Period Expiration (GPE) date corrections, when applicable.

2.4.10.1. Civilian GPE date corrections are made in DCPDS by the servicing personnel office.

2.4.10.2. Military GPE dates are associated with the assignment information and cannot be updated manually.

2.4.11. Review military and civilian ACMS briefs and college transcripts to determine if the individual meets the 24/12 business hour requirement for acquisition corps eligibility/membership. This is a shared responsibility with HQ AFMC/A1.

2.5. Center Commander.

2.5.1. May delegate non-CAP requirements waiver approval authority for each career category to the appropriate Center Senior Functional (CSF) (or designated Senior Functional).

2.6. Center Executive Director.

2.6.1. Approve/disapprove CAP requirements and tenure waivers.

2.7. Center Director of Manpower and Personnel (DP).

2.7.1. Designate a Center APDP Manager to be responsible for the overall management of the Center APDP, including providing oversight of certification requests in ACQ Now and waiver requirements.

2.7.2. Provide quarterly APDP metrics, including delinquent certifications, not certified, and Acquisition Corps not qualified to the Center Commander.

2.7.3. Consolidate center acquisition training requirements prior to submitting to HQ AFMC/A1.

2.8. Center APDP Manager.

2.8.1. Monitor the status of personnel assigned to CAPs to ensure waivers and tenure agreements have been submitted, when required by Air Force policy. Advise supervisors on process for initiating waivers and tenure agreements.

2.8.2. Monitor the status of delinquent personnel to ensure position requirements waivers are submitted when required.

2.8.3. Provide the status of acquisition coded personnel not certified, delinquent for APDP certification, and not meeting acquisition corps membership to the center DP at least quarterly.

2.8.4. Monitor overall center compliance to ensure personnel meet the Continuous Learning Point (CLP) requirements IAW Air Force policy.

2.8.5. Advise Center APDP Functional Managers on proper position coding and clarify APDP processes and policy.

2.8.6. Provide assistance to employees by directing them to the appropriate servicing manpower, military personnel, civilian personnel, education and training offices, AFMC, or Air Force Personnel Center (AFPC).

2.8.7. Ensure acquisition workforce notices (Attachment 3) are issued to newly coded personnel at least quarterly or provide mentoring sessions upon arriving to the position. The acquisition workforce notice should discuss the requirements of the position and the timeframe all requirements should be met. Personnel should receive one notice when they're initially assigned to a coded position.

2.9. CSF or designated Senior Functional.

- 2.9.1. Review acquisition metric data at least quarterly and initiate corrective action.
- 2.9.2. Approve/disapprove non-CAP requirements waivers if delegated from Center Commander. Note: SAF/AQC maintains approval authority for all Contracting stall waivers.
- 2.9.3. Recommend approval/disapproval on all CAP requirements and tenure waivers to the Center Executive Director.
- 2.9.4. In coordination with unit commanders, identify future APDP positions to ensure mission requirements are met.
- 2.9.5. Appoint Center APDP Functional Manager(s) in writing. Forward the appointment letter to the MAJCOM APDP Functional Manager in the respective career category.

2.10. Center APDP Functional Manager.

- 2.10.1. Recommend coordination on all CAP requirements and tenure waivers to the CSF (or designated Senior Functional).
- 2.10.2. Recommend approval/disapproval on all non-CAP position waivers to the CSF (or designated Senior Functional).
- 2.10.3. Recommend approval/disapproval on manual requests for certifications, as specified in Chapter 4, to the MAJCOM APDP Functional Manager.
- 2.10.4. Advise supervisors, CSF (or designated Senior Functional), and unit commanders on position coding within their career category (Chapter 3, Acquisition Position Management, of this instruction).
- 2.10.5. Review the records of personnel assigned to CAPs to ensure waivers and tenure agreements have been submitted, when required by Air Force policy.
- 2.10.6. Verify personnel are certified for their position as required by Air Force policy or secure appropriate waivers.
- 2.10.7. Monitor the status of delinquent personnel to ensure a position requirements waiver is submitted prior to the GPE date.
- 2.10.8. Provide the status of personnel not certified, personnel delinquent for APDP certification, and personnel not meeting acquisition corps membership to the CSF (or designated Senior Functional) and Center APDP Manager at least quarterly.
- 2.10.9. Monitor CL compliance to ensure personnel meet the CLP requirement IAW Air Force policy.

2.11. Force Support Squadron (FSS).

- 2.11.1. Education & Training Section.
 - 2.11.1.1. Provide logistics support for DAU and AFIT/LS on-site training classes.
 - 2.11.1.2. Determine on-site training logistic requirements based on validated DAU and AFIT/LS requirements.
 - 2.11.1.3. Provide guidance on registration and course attendance.

2.11.2. Manpower Office.

2.11.2.1. Code APDP positions in the Manpower Program and Execution System (MPES) as requested by the CSF or unit commander.

2.11.2.2. Ensure the position category, level, and criticality are properly designated IAW the Air Force coding matrix and the AFMC position level/criticality matrix. Any exceptions to the approved coding matrices must have documentation showing approval. Manpower personnel should review core docs for appropriate APDP statements and Other Significant Fact Statements (Attachment 2).

2.12. Supervisors.

2.12.1. Work with the CSF to designate the acquisition position level and functional career category for acquisition coded positions based on the DoD Position Category Descriptions (PCD) and the Air Force position coding matrix guidance.

2.12.2. Inform employees of their APDP position requirements to include certification and CL requirements prior to assignment to an acquisition coded position (Attachment 3).

2.12.3. Develop employee training plans to ensure personnel complete required training for certification and continuous learning within the timeline required by Air Force policy. This plan can be incorporated as part of the IDP and discussed during annual performance reviews. Managers and supervisors must afford employees the opportunity to participate in AT&L workforce career development programs.

2.12.4. Initiate waivers and tenure agreements when required by Air Force policy and as specified in Chapters 4 and 6.

2.12.5. Ensure position requirements are met IAW the timelines in AFI 63-101/20-101 or as documented in approved waivers. If position requirements are not met within the timeframe prescribed, work with CSF to move personnel to a position for which they qualify, or initiate other corrective actions.

2.12.6. Monitor employees to ensure tenure and statutory requirements are met IAW AFI 63-101/20-101.

2.12.7. Work with CSF office and manpower POCs to ensure position category, level, and criticality are correctly coded in MPES and personnel systems.

2.12.8. Ensure civilian position descriptions are documented with other significant facts/statements and APDP position coding as outlined in Attachment 2 and 4.

2.12.9. Ensure personnel selected for assignment to an acquisition-coded position receive an acquisition workforce notice within 120 days of assignment. File the acquisition workforce notice in the Supervisor's Employee Work Folder (971 Folder).

2.13. Individuals Assigned to Acquisition Positions.

2.13.1. Meet all APDP requirements including statutory and/or assignment-specific training/education, certification, tenure, and professional currency/continuous learning standards IAW Air Force policy.

2.13.2. Review the acquisition workforce notice explaining position requirements.

Chapter 3

ACQUISITION POSITION MANAGEMENT

3.1. Acquisition Position Designation. Supervisors, through the CSF (or designated Senior Functional), recommend designating positions as acquisition IAW Air Force and DoD policy. Reference the Air Force step-by-step process for designating and coding acquisition positions and the AT&L PCDs that define the functional career categories (<http://icatalog.dau.mil/pcds.asp>). A position is considered acquisition if the duties are greater than 50% acquisition related.

3.2. Acquisition Position Coding. Acquisition positions are coded by position career category, level, criticality, and special assignment (if KLP). The coding is based on the occupational series/Air Force Specialty Code (AFSC) of the position identified in the Air Force position coding matrix, the AT&L PCDs, and the guidelines outlined in the acquisition position level/criticality matrix located on the Air Force APDP Portal. A position may only be coded with one acquisition career category code. This coding is reflected in MPES for both military and civilian positions. If the employee is not assigned to the position correctly in MILPDS or DCPDS, it will impact the employee's ability to complete certification or meet Acquisition Corps requirements.

3.2.1. Civilian position descriptions should be annotated with any coding change, date changed, and the appropriate Other Significant Facts statement depending on the criticality of the coded position to which assigned (Attachment 2).

3.2.2. Civilian acquisition over hire positions will not have a manpower position to emulate. Overhire positions will be created in DCPDS by following the manpower guidance for Position Indicator, Career Category, Career Level, and Special Assignment. Supervisors, through the CSF (or designated Senior Functional), recommend civilian acquisition over hire position additions/changes.

3.2.3. There are four acquisition fields in MPES. An Authorization Change Request (ACR) may be used to code military and civilian positions in the MPES through the servicing manpower office. The fields and codes are identified in the MPES Acquisition Coding Table and include the following:

Table 3.1. Acquisition Fields in MPES

Code	Description
FAQ 1	APT (required field) for criticality (Codes 2, 3, 4, or 6) (Codes 3&6 require SAF approval)
FAQ 2	APC (required field) (Codes A, C, D, E, H, I, K, L, P, R, S, T, & W)
FAQ 3	ACL (required field) (Codes 1, 2, 3, and 9 (Interns only))
FAQ 4	SAA (only for KLPs) (Codes A, B, C, D, E, F, L, N, P, Q, S, T, U, V, W, X)

3.2.4. The codes are the same in DCPDS as in MPES, but the field descriptions vary slightly. The APDP Coding Sheet identifies the fields that can be coded. It is used to request changes in current position coding in DCPDS by AFPC. The fields in DCPDS are:

Table 3.2. Acquisition Field Descriptions in DCPDS

Acq Position Indicator (required field) for criticality (Codes are same as above)
Acq Position Career Category (required field) (Codes are same as above)
Acq Career Level (required field)(Codes are same as above)
Acq Special Assignment (only for KLPs) (Codes are same as above)

3.3. Acquisition Position Coding. To be APDP certified, an employee must have APDP "coded" acquisition experience recorded in MilPDS/DCPDS, or experience adjudicated by the MAJCOM APDP Functional Manager (Chapter 7) and annotated in ACMS. The Center APDP Functional Manager is responsible for the career category of the position being coded and provides guidance.

3.3.1. Military Coding. Acquisition coded experience for a military member is gained when they are assigned to acquisition-coded positions. Changes to position coding will be determined by unit management and processed via an ACR by the manpower office. Military members may have existing coded or non-coded experience adjudicated by the appropriate MAJCOM APDP Functional Manager. Caution should be exercised when changing existing coding since it may result in the loss of a previous certification. Current position coding in MPES can only be changed by the servicing manpower office.

3.3.2. Civilian Coding. Current APDP position coding does not flow from MPES to update DCPDS for civilians. Civilian requests for a coding update/change to the current position must be submitted to AFPC on an APDP coding sheet. An APDP coding sheet must be submitted with any Request for Personnel Action (RPA) or non RPA action to identify the APDP coding of the position.

3.4. Duty History Coding. Experience coding cannot be changed without the approval of the MAJCOM APDP Functional Manager as outlined in the experience adjudication process in Chapter 7. Once experience is coded and used toward certification, it cannot be re-coded in another functional category or used toward certification in another functional category. If the previous coding was used to meet a general acquisition experience requirement, it can also be used toward the specialized acquisition experience required for certification. Recoding Exception: With the implementation of two certifications (BUS-FM & BUS-CE) that separated from one joint certification (BCEFM) in Oct 09, individuals with the BCEFM certification were allowed to recode their pre-Oct 09 experiences after review by the SAF/FMC Review Panel (per page 3 of the implementation memo). Their prior FM experiences were reviewed to determine which of the new categories the experiences best fit. Thus, individuals may keep their old FM certification even if experience adjudications were made to reflect no acquisition time in that older certification. All experience requirements after Oct 09 must be properly reflected in the individual's record to receive certification.

3.4.1. Updates to duty experience that do not require proof of adjudication are as follows:

3.4.1.1. If the military member's current position is coded in MPES (assignment area of the ACMS brief) the duty experience can be coded, unless the member is an Individual Mobilization Augmentee (IMA).

3.4.1.2. When a determination is made to remove coding from a current position, the employee will retain all APDP coded experience up until the coding is actually removed. Military positions must first have a duplicative duty history entered into MilPDS by the

MPS, effective from the time the coding is to be removed. Once this is completed in MilPDS, the coding can be removed by manpower in MPES. Civilian position coding must be removed by manpower in MPES and a Request for Personnel Action (RPA) must be submitted to Civilian Personnel to create a new duty history entry beginning from the time the coding is to be removed.

3.4.1.3. SAF/AQH maintains the list of civilian occupational series and military duty AFSCs that are, by definition, acquisition and must be APDP coded.

Chapter 4

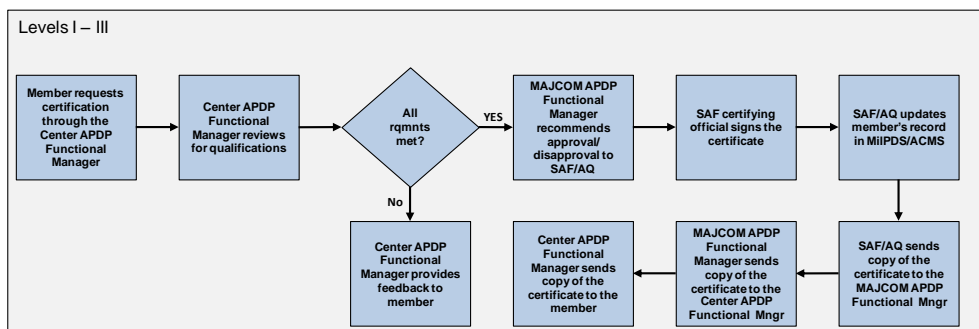
APDP CERTIFICATION

4.1. Certification Qualifications. The DAU iCatalog (<http://icatalog.dau.mil/>) contains a guide containing the core certification standards for each APDP functional category. Employees do not need to be currently assigned to an APDP coded position to be certified, but must be able to meet all certification standards. **Note:** Employees not currently assigned to an APDP coded position will be a lower training priority than those requiring training for their current position.

4.2. Certification Grace Period. Under DAWIA, employees have a grace period (generally 24 months) following assignment to a coded position to be certified for the category and level of the position they're assigned. If an employee is not certified within the grace period, an approved position requirements waiver is required to remain on the coded position. Supervisors will initiate a position requirements waiver for employees who are within 6 months of their GPE date and do not have confirmed reservations in the required certification courses. The waiver requires the establishment of a training plan for the employee to meet the requirements. Supervisors will also initiate a position requirements waiver if employees are within 6 months of their GPE date and will not complete the certification requirements before a new DAU catalog is issued. Center APDP Functional Managers will ensure personnel have approved position requirements waivers, when required (Chapter 6). If the civilian GPE date is incorrect in DCPDS, the MAJCOM APDP Functional Manager can request AFPC update the Date Level Certification Due field in DCPDS to reflect the correct date. Military GPE dates are calculated based on assignment date and cannot be changed manually.

4.3. Certification Documentation. Employees must request certification in the Acq Now Certification tool <https://www.atrrs.army.mil/channels/acqnowcert/student/logon.aspx?Caller=1>. If the ACQ Now system cannot be used to process a certification request, the certification must be manually approved/disapproved by SAF/AQ. Figure 4.1. illustrates the process for manual certifications.

Figure 4.1. APDP Manual Certification Process



Chapter 5

CRITICAL ACQUISITION POSITIONS

5.1. Critical Acquisition Positions and Key Leadership Position Requirements. Personnel assigned to CAPs, including KLPs, are required to meet the acquisition corps membership requirements IAW Air Force policy prior to assignment; otherwise, a position requirements waiver for assignment to the position must be approved. This waiver must be input into the AT&L Waivers system by the gaining unit at the time of assignment. KLPs and deputy program managers of ACAT II programs must also meet the statutory requirements prior to assignment or require an approved position requirements waiver prior to assignment.

5.1.1. Personnel assigned to CAPs must sign a 3-year tenure agreement prior to assignment. Personnel assigned to Key Leadership Positions must sign a tenure agreement for 4 years or to the closest program milestone prior to assignment. If not otherwise stipulated by the Program Executive Officer (PEO), the KLP tenure period will default to 4 years. Supervisors will provide a copy of the tenure agreement to the employee and file it in the Supervisor's Employee Work Folder (971 Folder).

5.1.2. If the incumbent of a CAP or KLP is moved from the position prior to the tenure agreement end date, an approved CAP tenure waiver is required prior to reassignment (Chapter 6). The acceptable deviations from a CAP tenure agreement can be found on the on the Air Force APDP Portal. The exceptions do not apply to KLPs. The tenure waiver must be entered into DCPDS/MilPDS before the assignment can be made effective. The Special Assignment field should only be populated if the position is a KLP.

5.1.3. Reassignment Nature of Actions (NOAs) resulting from an organizational realignment or pay system conversion that do not change the position duties and program effort or function do not require a new tenure agreement. The employee will remain on the existing agreement, if applicable.

5.1.4. Reassignments. The PEO or their designated representative is given authority to determine the need for a new tenure agreement when an individual is reassigned from a non-KLP CAP within the PEO portfolio to another non-KLP CAP within the same PEO portfolio. In such cases, a new tenure agreement is not required. The employee will remain on the original tenure agreement. The employee supervisor will file the PEO approval in the Supervisor's Employee Work Folder (971 Folder) and submit a copy to the MPS with the assignment action.

5.1.5. Temporary Promotions and Details. No tenure agreement is required for a temporary promotion or detail. However, a waiver at the time of assignment is needed if the CAP requirements have not been met. If the assignment becomes a permanent promotion, the time on the temporary assignment is credited toward the tenure period. Personnel temporarily promoted or detailed from a position requiring tenure do not need a tenure waiver.

5.1.6. Acquisition Corps. The Defense Acquisition Corps is a cadre of acquisition professionals who have met minimum DoD and statutory DAWIA requirements for filling CAPs. Qualification requires meeting specific education, training, experience, certification and grade requirements. The Air Force brings military personnel into the corps automatically

when they meet all of the requirements. When the automatic update does not occur, HQ AFMC/A1 will work with MPS to update MilPDS. Civilians no longer need to submit documentation for membership in the corps. Personnel records are reviewed by SAF/AQ quarterly and then updated to reflect corps membership in the systems of record. Members who believe they meet corps eligibility/membership requirements, but it is not reflected in their ACMS records should contact their Center APDP Functional Manager.

Chapter 6

ACQUISITION POSITION/TENURE WAIVERS

6.1. Waiver Process. All waivers are initiated by the supervisor and processed through the Center APDP Functional Manager. Waivers must be initiated on DD Form 2905, "AT&L Workforce Position Requirements or Tenure Waiver," which is generated using the AT&L Workforce Waiver System (<https://www.atrrs.army.mil/channels/atlwaivers/admin/logon.aspx>).

6.1.1. Position Requirements Waivers. The gaining supervisor must initiate a position requirements waiver whenever an individual to be assigned to a CAP does not meet acquisition corps requirements or statutory requirements. The waiver must be approved by the Center Executive Director prior to assignment and submitted to the personnel office with the assignment action for input into DCPDS/MilPDS. PEOs and Program Managers (PMs) who are assigned to KLPs have six months from the date assigned to complete the Executive Program Managers Course (PMT 402), otherwise a position requirements waiver is required to remain on the position. The Service Acquisition Executive (SAE) is the approval authority for KLP position requirements and tenure waivers.

6.1.2. Delinquent Certification. Personnel are considered delinquent when they are not certified within the grace period allowed by Air Force to meet the position certification requirements. Personnel who exceed this GPE date must be moved to a non-coded position unless an AT&L position requirements waiver has been approved outlining the individual's training plan and timeframe to achieve the required certification. Center APDP Functional Managers will ensure personnel have an approved position requirements waiver prior to exceeding the GPE date. Personnel assigned to level 3 positions require a position requirements waiver prior to assignment if they cannot be certified within the allotted grace period.

6.1.2.1. Delinquent Continuous Learning (CL) Points. Personnel are considered delinquent when they have not met the CL standard. If they remain delinquent for more than two months they will not be eligible for acquisition commander/director positions; and will not be eligible for special acquisition career development programs or AF acquisition awards without an approved waiver.

6.1.3. Tenure Agreement Waivers. CAP and KLP tenure agreements may be waived. The tenure waiver releases the assigned individual from the tenure agreement. The losing supervisor initiates the tenure agreement waiver, DD Form 2905, if personnel are reassigned prior to expiration of the tenure agreement.

6.1.4. Non-CAP Position Requirements Waiver Approval Authority. The center commander may delegate, to the CSF (or designated Senior Functional), the authority to approve/disapprove non-CAP position requirements waivers for personnel who do not meet the certification requirements of their position at the end of the grace period following assignment to the position. Non-CAP waivers must be approved by an O6/GS-15 or higher.

6.1.5. Critical Position Requirements Waiver Approval Authority. The Center Executive Director approves/disapproves all CAP requirements waivers. The CSF (or designated Senior Functional) will coordinate on all CAP requirements waivers. All CAP requirements

waivers, except waivers for new hires, will include coordination by the responsible MAJCOM APDP Functional Manager prior to sending to Center Executive Director for approval.

6.1.6. Senior Contracting Official Position Requirements Waiver. Approval authority for position requirements waivers for senior contracting official positions will be delegated IAW Air Force policy.

6.1.7. Waiver Tracking. Center APDP Functional Managers will monitor the status of personnel assigned to CAPs to ensure waivers and tenure agreements have been submitted when required.

6.1.8. Supervisors are responsible for ensuring employees meet position requirements IAW the timelines documented in approved waivers. Supervisors will ensure justification and a training plan is included on all position waivers.

Chapter 7

ADJUDICATION PROCESS

7.1. Experience Adjudication. An employee's prior employment may include acquisition experience which may be added to their official personnel records through the adjudication process. The employee must submit a request to the Center APDP Functional Manager (or review authority), along with any supporting documentation (e.g. OPRs/EPRs, position descriptions (PDs), functional checklists, appraisals, resumes, and/or letters from former supervisors), to have prior experience adjudicated as acquisition. The Center APDP Functional Manager (or review authority) will review the adjudication package for appropriate supporting documentation. The employee record should also be reviewed to ensure the experience to be adjudicated was not previously used toward certification which required specialized experience. If the series/AFSC does not meet the allowable coding guidance, there is no series assigned to the prior experience, or the employee was performing acquisition duties outside their official duties, the employee may still request adjudication of the experience if valid documentation of the experience is provided.

7.1.1. If the request meets the above criteria, the Center APDP Functional Manager (or review authority) will forward the request for approval to the MAJCOM APDP Functional Manager for the career category for which the coding is being requested. The MAJCOM APDP Functional Manager will review the supporting documentation and determine if the duties performed were greater than 50% acquisition duties as required by the functional checklist or PCD. If the experience to be adjudicated is currently coded in another functional career category, the MAJCOM APDP Functional Manager must coordinate the recommendation to change the position coding with the other affected MAJCOM APDP Functional Manager. This coordination must occur before the adjudication is approved and the record updated. For contracting, the above process will be accomplished prior to forwarding the experience adjudication request to SAF/AQC for approval.

7.1.2. If the MAJCOM APDP Functional Manager approves the adjudication request (or in the case of contracting, concurs with the request subject to SAF/AQC final approval), he/she will notify the Center APDP Functional Manager via e-mail. The Center APDP Functional Manager is responsible for notifying the employee of status and final resolution of the adjudication request.

7.1.3. HQ AFMC personnel will work directly with the MAJCOM APDP Functional Manager for the career category for which the coding is being requested.

7.2. Records Correction. The process for correcting an employee's acquisition record is the same as experience adjudication.

7.3. System Program Office (SPO) Experience Adjudication. Credit for SPO experience is determined by the MAJCOM APDP Functional Manager for Program Management, based on an employee request for a records review. This request should be submitted to Center APDP Functional Manager (or review authority) for processing. The Center APDP Functional Manager (or review authority) will forward the request to the MAJCOM APDP Functional Manager for Program Management. If approved, the record is updated via the ACMS adjudication tool for

civilians and MilPDS for military personnel. Civilian position location codes "L" or "M" are no longer used to automatically determine SPO experience.

7.4. DAU Course Fulfillment Adjudication. MAJCOM APDP Functional Managers adjudicate requests for DAU course fulfillment IAW Air Force policy and input via ACMS once approved. Blanket Air Force course fulfillments are input into DCPDS and MilPDS by SAF/AQH and do not require adjudication.

Chapter 8

REPORTING

8.1. Background. AFMC manages APDP by monitoring compliance with DAWIA using reporting tools. Periodic status of certification and acquisition corps qualifications must be reported to AFMC management as stated below. The results of these reporting processes are incorporated in the AT&L annual reporting requirements to Congress.

8.2. Certification and Acquisition Corps Qualified Metrics. Certification and acquisition corps qualified metrics for the command are generated from the Acquisition Metrics Snapshot report. The backup data in the report identifies personnel who are not properly certified or not acquisition corps qualified, as outlined below. Center DPs must report these metrics to center commanders quarterly.

8.3. Reporting Responsibilities.

8.3.1. HQ AFMC/A1. Provide quarterly command-wide delinquency status updates to AFMC/CC. The data used to create the metric is generated from the quarterly acquisition metrics report mentioned in paragraph 8.2. The quarterly acquisition metrics report will be distributed to MAJCOM APDP Functional Managers and Center APDP Managers by the 10th day of the new quarter.

8.3.2. MAJCOM APDP Functional Managers. Distribute the quarterly delinquent certification status to the Center Senior Functional (or designated Senior Functional).

8.3.3. Center DP. Provide Center-wide delinquent certification status to the center commander on a quarterly basis.

8.3.4. Center APDP Functional Managers. Work with first-level supervisors to determine reasons for certification delinquency. Report quarterly to the MAJCOM APDP Functional Manager.

8.3.5. First Level Supervisors. Working through the chain of command, report reasons for overdue certification to the Center APDP Functional Manager.

DR. TODD A. FORE, SES
Director, Manpower, Personnel and Services

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 63-101/20-101, *Integrated Life Cycle Management*

AFMC Sup to AFI 36-401, *Education, Training and Development*

AFMCI 36-2645, *Senior Functional Roles and Responsibilities*

DoD Directive 5000.52, *Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program*

DoDI 5000.66, *Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program*

Abbreviations and Acronyms

ACMS—Acquisition Career Management System

ACR—Authorization Change Request

AFIT/LS—Air Force Institute of Technology/School of Systems and Logistics

AFSC—Air Force Specialty Code

AFPC—Air Force Personnel Center

APDP—Acquisition Professional Development Program

CAP—Critical Acquisition Position

CL—Continuous Learning

CSF—Center Senior Functional

DACM—Director of Acquisition Career Management

DAU—Defense Acquisition University

DAWIA—Defense Acquisition Workforce Improvement Act

DCPDS—Defense Civilian Personnel Data System

DP—Directorate of Manpower and Personnel

GPE—Grace Period Expiration

IMA—Individual Mobilization Augmentee

KLP—Key Leadership Position

LCL—Life Cycle Logistics

MilPDS—Military Personnel Data System

MPES—Manpower Programming and Execution System

MPS—Military Personnel Section

NOA—Nature of Actions

USD/AT&L—Under Secretary of Defense for Acquisition, Technology and Logistics

PCD—Position Category Descriptions

PEO—Program Executive Officer

PM—Program Management

POCs—Points of Contact

PQM—Production Quality Management

RPA—Request for Personnel Action

SPRDE—Systems Planning, Research, Development and Engineering

Attachment 2

OTHER SIGNIFICANT FACTS STATEMENTS

A2.1. Other Significant Facts. Employee position descriptions should be annotated with the coding addition/change and date changed with the following Other Significant Facts statement depending on the criticality of the coded position to which assigned:

A2.2. Non CAP Position. "This position has been designated as an acquisition position and is covered by the Acquisition Professional Development Program (APDP). The employee must meet, or be capable of meeting Defense Acquisition Workforce Improvement Act (DAWIA) certification requirements applicable to the career category designated on the position description within 24 months of assignment. This position also requires the employee to engage in acquisition continuous learning activities achieving 80 Continuous Learning points every 24 months."

A2.3. CAP Position. "This is a Critical Acquisition Position (CAP). Unless specifically waived by the appropriate component official, i.e., the Director of Acquisition Career Management for the component, the Service Acquisition Executive, or the Service Secretary, the following are statutorily mandated requirements. (1) Selectee must be a member of an Acquisition Corps, be able to obtain membership within six months IAW 10 USC 1733 and 1737, or secure an approved position requirements waiver prior to assignment unless they meet all the requirements for membership except grade. (2) Selectee must execute, as a condition of employment, a written agreement to remain in federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any employment rights, nor does such agreement alter any other terms or conditions of employment. (3) Selectee must meet level 3 certification requirements or be able to meet them within 24 months of assignment (with a waiver). (4) This position also requires the employee to engage in acquisition continuous learning activities achieving 80 Continuous Learning Points every 24 months."

A2.4. KLP Position. "This is a Critical Acquisition Position (CAP) and has been designated as a Key Leadership Position. Unless specifically waived by the appropriate component official, i.e., the Director of Acquisition Career Management for the component, the Service Acquisition Executive, or the Service Secretary, the following are statutorily mandated requirements. (1) Selectee must be a member of an Acquisition Corps, be able to obtain membership within six months IAW 10 USC 1733 and 1737, or secure an approved position requirements waiver prior to assignment or appointment unless they meet all the requirements for membership except grade. (2) Selectee must execute, as a condition of employment, a written agreement to remain in federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any employment rights, nor does such agreement alter any other terms or conditions of employment. (3) Selectee must meet level 3 certification requirements or be able to meet them within 24 months of assignment (with a waiver). (4) Selectee must meet the other applicable statutory DoD/DAWIA special position qualifications. (5) This position also requires the employee to engage in acquisition continuous learning activities achieving 80 Continuous Learning Points every 24 months."

Attachment 3

ACQUISITION WORKFORCE NOTICE

Figure A3.1. Acquisition Workforce Notice

MEMORANDUM FOR APARICIO, DAVID J

FROM: Acquisition Professional Development Program (APDP) POC

SUBJECT: Assignment to an APDP Position and APDP Position Requirements

Organization	Office Symbol	Coded Acquisition Category	Required Acquisition Level	Grace Period Expiration
0412 OPERATIONS GP	DOBUB	Personnel System: Test & Evaluation Manpower System: Test & Evaluation	Personnel System: 2 Manpower System: 2	1/14/2016

1. You are receiving this email because you are assigned to an APDP coded position and you are not currently certified for the acquisition career category and level required by your position. DoD certification requirements are located in Appendix B at <http://icatalog.dau.mil/>. Personnel assigned to APDP coded positions have a 24 month grace period from the date assigned to the coded position to get certified or to secure an approved Position Requirements Waiver which outlines a plan for meeting the certification requirements. Your 24 month grace period expiration (GPE) is listed in the information above. The acquisition certifications that are reflected in the personnel system for you are displayed above.

2. Acquisition personnel are responsible for ensuring their official records are accurate and reflect the most current APDP information as this may affect acquisition workforce statistics, your training opportunities, and career progression. The information above shows how your position is coded in both the manpower and personnel systems. It is imperative that you are coded correctly. Your acquisition coding should be identical in both systems. The exception is if you are on a civilian overhire position, you will only be coded in the personnel system. If the coding between personnel and manpower is not identical, please inform your supervisor.

3. The Acquisition Career Management System (ACMS) is the Air Force official site to review your acquisition record. You can access your ACMS brief at <https://w20.afpc.randolph.af.mil/afpcsecurenet20/CheckPortal.aspx>. The position coding guidance is located at <https://afkm.wpafb.af.mil/ASPs/docman/Process/ProcessDOCFuctions.asp?DocID=51>

[00555&Function=ViewDocument&FolderID=MC-ED-01-63-2&Filter=MC-ED-01-63.](#)

If you have questions regarding your certification, position coding, or GPE date, please contact your supervisor. Your supervisor may contact the center APDP POC with any additional questions.

Please provide a copy of this notice to your supervisor.